

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday January 17, 2012, 2:30 PM USA World Classics Event Center 1525 Sonoma Blvd, Vallejo, CA 94590

Carolyn Wrage, Presiding

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Vacant	
3	Donald Bond, Chair	Excused
4	Steve Korn	Present
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Present
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas	Present
3	Vacant	
4	Vacant	
5	Vacant	
At-Large	Jo Ann Busenbark,	Excused
At-Large	Vacant	
At-Large	Vacant	

The meeting was called to order at 2:45 by Vice-Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Harriett Dietz -- Planner, Peggy Pellón – PEAS Program Coordinator, Sarah Johnson – Appointee, Edwin Warren -- Applicant, Sharon Monck – Advisory Council Chair.

Presentation: Peggy Pellón, Coordinator of the Prevention and Early Access for Seniors (PEAS) Program, provided information about the accomplishments of this program, established in 2009, that is funded through Solano County with Mental Health Services Act (MHSA) funding, to provide Prevention and Early Intervention (PEI) Services for older adults. She explained the program components: the educational component that recruits and trains community gatekeepers to recognize the signs that an older adult may be experiencing difficulty and how to refer them for services, the navigator case managers who link individuals to needed service, providing brief intervention and short-term case management. She answered questions from Board members about client eligibility and other related issues. She indicated that each county has a separate stakeholder planning process, and in addition to PEI, the MHSA program has other components. Leanne Martinsen clarified that the AAA has received PEI funding in Napa County as well, and that program, called Healthy Minds-Healthy Aging, was launched in 2011.

There was no Public Comment.

Regular Business

- 1. Motion by James McCully to approve the agenda for the January 17, 2012 meeting as distributed, 2nd by Marty Kuehneman. Motion carried.**
- 2. Motion by Steve Korn, 2nd by James McCully to approve the Minutes of the October 18, 2011 meeting as presented.**

3. Finance / Treasurer's Report:
 - a) Doug Hanson reviewed the November and December 2011 Financial Statement and explained that this reflects activity for the first half of the fiscal year. He indicated that revenue and expenses are on track for this point in the year. **Motion by Rev. Ubalde, 2nd by James McCully to accept the November and December 2011 financial reports, Motion carried.**
 - b) Doug Hanson reported that we had received preliminary information that the revised planning estimate would include approximately \$56,000 in One-Time-Only (OTO) funds (mostly in Title III-E and III-B) and that a revised budget would be prepared and submitted to the California Department of Aging (CDA) for the current year. In recent years we have been allowed to spend OTO funds on baseline expenditures.
4. Advisory Council Report and Recommendations – Sharon Monck reported that at the January 5 meeting, the Advisory Council discussed the December joint meeting with the Board and recommended that a committee comprised of members of both bodies plan the agenda for the next joint meeting, and that this meeting be scheduled in about six months. She also reported that the Council had new members. The Council has received reports on program performance and members are participating in monitoring site visits to provider programs.
5. Committee Reports
 - a) Executive Committee: Due to the lack of a quorum at the December meeting, the Executive Committee met and took action to authorize Leanne Martinsen to sign a contract with the Napa Senior Center, and this will allow the AAA to schedule events there. Tom McNicholas volunteered to attend the next Advisory Council meeting on February 2 at Queen of the Valley Community Outreach in Napa.
 - b) Membership Committee –
 - 1) Rev. Ubalde reported that the membership committee had interviewed Sarah Johnson and Edwin Warren. He stated that the recommendation from the committee, which comes as a **motion was to accept Sarah Johnson to fill the Solano County District 2 position, with term expiring June 30, 2012, and also to accept the application of Edwin Warren to fill a Napa County “at large” position, with term expiring June 30, 2012, motion carried.** Leanne Martinsen is scheduling orientation for new members and prospective members on the Board and Advisory Council.
 - 2) Rev. Ubalde discussed the need to fill remaining vacancies on the Board of Directors: Solano – one (1) “at large”, Napa Districts, 3, 5 and one (1) “at large” positions. He has a prospective member that is the community relations person for PG&E. Leanne Martinsen reported that the Administrative support technician for Napa County Executive Office had posted these vacancies.
 - c) Ad hoc fundraising committee – Rev. Tony Ubalde reported that the committee met on January 12, to continue planning for “A Classic Sunday Afternoon”, our benefit variety show on February 12, 2012. He was pleased

that a number of Advisory Council members participated. The venue is open and members can view the room following the business meeting today. The main room houses vintage vehicles, including a Good Humor ice cream truck, so there will be photo opportunities. He reported that we are pleased with the line up of talent, including some exceptionally talented seniors and also professional entertainers Ed Reed and Leo Cavanagh, who will do a set together. Ticket prices are \$20.00, with discounted tickets \$15.00 for groups of residents from senior communities and care facilities. Advertising flyers and tickets are available for distribution. Carolyn Wrage asked about the opportunities for rehearsal and sound check. Rev. Ubalde is following up with the scheduled entertainers. He indicated that we are considering selling soda and water. Jim McCully reported that at a recent event in Solano County, they had made good money selling wine by the glass. Doug Hanson indicated that he would research the cost of obtaining a one-day license for the event, and if there would be additional cost for the insurance certificate. **Motion by Steve Korn, seconded by Tom McNicholas to authorize the committee to go ahead with wine sales based on evaluation of whether it would increase the income, motion carried.** The items that have been donated will be arranged for an opportunity drawing. Leanne Martinsen stressed that when selling tickets, you should inform ticket buyers that there will be opportunities to buy tickets for the prize drawing and also purchase photos.

6. Executive Director / Staff Report:

Leanne Martinsen reported on current activities, including the following items:

- Submitted Corrective Action Plan for report of CDA on-site program monitoring visit June 14-17 2010.
- Area Plan Guidance provided by CDA, in preparation for 4 year plan due May 1.
- State Ombudsman Site visit scheduled week of January 23
- Staffing changes at CANV
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, T.J. Long Foundation award \$10,000, The California Wellness Foundation funding application is due on February 7. A pre-application was submitted to Napa Co. MSA in January, and if we are invited to continue, a full application will be due in March.
- Kaiser grant for Latino Outreach due 1/20.
- Chronic Disease Self Management (CDSMP) grant. Workshops started in March at various locations, completing now through March 2012. Intend to continue with IID funds through June.
- Archstone funding for Solano FAST ended. Residual used for community education related to elder abuse prevention (how to hire in-home help, personal safety for older adults) preparing final report by 1/31.
- Investigating to determine whether we can claim funds under MediCaid Administrative Activities (MAA) for some of our Napa programs.
- AAA representation at various Commission and Coalition meetings.
- The County of Solano is offering Brown Act training in March, and members are encouraged to participate.

Old Business: None

Tabled Business: None

New Business:

1. **Motion by Rev. Ubalde, seconded by James McCully to accept the resignation of Dr. Kenneth Lee, with thanks for his years of service, motion carried.** A certificate of appreciation was sent to Dr. Lee, as he has moved out of the area to be nearer family who could help with the care needs of his wife,
2. Doug Hanson provided an update on funding received from the Margaret A. Cargill Foundation. The AAA received an award of \$50,000 payable in installments of \$10,000 annually beginning in May 2009. Payments were received in 2009, 2010 and 2011. Payments are anticipated in 2012 and 2013. These funds are not restricted except to carry out our mission to serve seniors. In addition to these payments, the AAA was given 5,000 shares of Cargill stock (a closely held stock not traded on the open market). Until these shares were to be delivered, we were to receive the dividend amount the foundation received. The AAA received \$5,150 for the dividends in 2009-10 and 2010-11. The foundation traded the shares of Cargill stock for Mosaic (a wholly owned subsidiary of Cargill), and those shares were sold by the trust, and we have received a payment of \$191,806.03 for these shares. Staff recommends that these funds be used to add on to our existing office building, off the reception area. The addition would include a classroom/board room, an additional office, and one ADA compliant restroom. This would also increase the size of the reception area and allow ADA access to the receptionist. In our acknowledgement of the receipt of these funds, we asked the Cargill Foundation if this would be an acceptable use of the funds and they agreed. Doug commented that it is very rare that the agency receives non-restricted funds. He indicated that he had contacted Paul Roberts, the local architect that we had worked with in the office reconfiguration in 2010, and he indicated that he would be willing to work on a proposal for this project, which would be presented to the Board. If we had a good sized room available, we could make it available to other community groups, in addition to our own programs for training and meetings. In the discussion that followed it was suggested that we consider whether it would be better to invest in expanding the current location or to relocate. It was also pointed out that we would benefit from having the architect, or someone else who is familiar with local city building codes to advise us and deal with the necessary bureaucracy. **Motion by James McCully, seconded by Rev. Ubalde to invite Paul Roberts to a future Board Meeting, when staff feels it is appropriate, to present what he feels is a viable plan or options for this project, motion carried.** Doug Hanson will contact Mr. Roberts to see if he would be willing to come to a Board Meeting and explain what he could do to assist us.

Information Items:

1. The Schedule of Events was included in the meeting packet.

Roundtable / Announcements. Comments by Board Members

The meeting was adjourned at 4:15, and members were invited to view the main hall that will be the venue for the variety show on February 12. The next meeting will be on February 21 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

- Doug Hanson will research the cost of obtaining a one-day license for the variety show benefit, and if there would be additional cost for the insurance certificate.
- Doug Hanson will contact architect Paul Roberts, to see if he would be willing to come to a Board Meeting and explain what he could do to assist us with the proposed building expansion project.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____